

FINELINE

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www.finance.utah.gov

A Utah Department of Administrative Services, Division of Finance monthly communication service

The screenshot shows the FINET Document Catalog web application. The top navigation bar includes links for Home, Personalize, Data Warehouse, Help, and Account. A left sidebar contains a menu with categories like Production Financial, Message Center, Search, History, Favorites, and Administration. The main content area is titled 'Document Catalog' and features a 'Create' button, a 'Document Identifier' section with fields for Code, Unit, Dept., and ID, and a 'User Information' section. At the bottom, there is a table with columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active. The table currently displays one row with the value 'Masu' in the 'Code' column.

FINET Interfaces

Since coming online July 3rd, 2006, FINET has processed over 867,000 interface documents, an average of 2,600 interfacing documents each working day. The majority of these documents are sent to FINET for processing just before month end. While most interface files contain several hundred documents to be processed, several contain less than 50, and many contain less than 10.

Because of the increase in the number of interfaces coming into FINET and the number of requests for new interfaces over the past 18 months, during the next several weeks, we will review, document and publicize revised procedures for interfaces. A few of the items the updated procedures will address include:

1. Who to contact at the Division of Finance.
2. Specific steps and documentation that must be followed and submitted to receive approval to interface with FINET.
3. Interface limitations and requirements, including minimum and maximum number of documents, document numbering, transmittal requirements, accounting standards, emergency contacts, etc.

Once published, departments desiring to develop new interfaces for FINET will be subject to and must follow the new procedures.

One of the primary Division of Finance goals for FINET is to help departments find ways to use the system efficiently and accurately while maintaining proper internal controls. The Division of Finance is committed to helping each department work toward greater efficiency, which includes helping departments with interfaces where required. However, interfaces should result in a net efficiency gain and not merely transfer the work and effort of document processing for a few transactions from an individual department to the Division of Finance.

FINET Interfaces

Legislative Session to Begin Soon

Help Desk FAQs

Taxable Meal Allowances

FINET Practice Sessions

CAFR Recieves an Unqualified Opinion

Trainers Corner



Legislative Session to Begin Soon

Every year, during the legislative session, the Division of Finance tracks draft bills that have an accounting impact. For example, we look for bills that:

- *create or change a fund*
- *create a new revenue stream*
- *change a revenue stream, such as from free revenue to a dedicated credit*
- *change or impact loan programs*
- *change a process or statute that impacts all agencies*

All bills with an accounting impact are monitored by us throughout the session, and if necessary we work closely with Legislative Research to correct any accounting problems. If your agency is aware of any draft bills that have an accounting impact, will you please contact the Division of Finance, so we can add this bill to our tracking list? Also, if your agency is sponsoring a bill, we would also like to work closely with you in ensuring that the accounting sections of the bill are correct. Feel free to contact Brenda Lee (538-3102) or Marcie Handy (538-1678).

Help Desk FAQs

by Ken Roner

Q.

I received an ITA from another agency but they used the wrong coding and they won't fix it. I shouldn't have to fix the coding. Shouldn't they do that?

A.

The Receiving Department can and should make corrections to the ITA if needed. The ITI/ITA process in FINET is a little different than the process for other FINET documents. You can resubmit an ITA and still approve it. That is not the case with other FINET documents.



What to do?

When you receive an ITA from another agency and you need to change the coding, reject the ITA from your worklist then retrieve the ITA from the document catalog and make the correction. Validate and submit the document; you will then be able to access it from your worklist to approve.

*Note: If you need to reject it for cause, enter comments in the Document Comment section so that the initiating agency will know why it was rejected. An additional contact by phone or e-mail would also be helpful.

**Note: If you want to change the coding from an object code to a revenue code or visa versa, allow the ITA to post and then enter an internal IET or IDT to make the correction. It is a huge process to change an event type on an ITI and therefore on an ITA.



Taxable Meal Allowances



In order to comply with IRS regulations, two types of meal allowances will now be taxable. This change is effective for the pay period beginning 12/15/2007.

The first meal allowance affected is the Overtime Meal Allowance (See FIACCT 05-03.05 - Taxable Overtime Meal Allowance (Non-Travel)). That policy now states the following:

“An employee not on travel status may be authorized by his/her agency to receive a taxable meal allowance not to exceed \$10 during a 24-hour period (midnight to midnight).

The allowance is not considered an absolute right of the employee, especially if the budget of the agency is not adequate to handle this allowance. The allowance may **not** be given in addition to any other meal allowance or per diem. (See FIACCT 10-02.03 (D) Allowances for Non-Overtime Trips) Also, the allowance can be given only if **all** of the following conditions occur:

1. An employee is required to work overtime during a 24-hour period in excess of his “normal” work hours. (“Normal” work hours may include overtime hours if work is seasonal, etc. For example, an employee who works long hours in the summer months and shorter hours in the winter months may have normal hours of 12 in the summer and 4 hours in the winter.) “Normal” work hours are subject to definition by each agency.
2. The total hours worked during the 24-hour period in excess of the “normal” hours includes three hours or more of overtime.
3. The agency head or his designee has authorized the meal allowance.”

These Overtime Meal Allowances should be entered on the “**Taxable Meal Allowance**” line of form **FI 48**.

The Meal Allowance for Non-Overnight Trips is the second meal allowance affected (See FIACCT 10-02.03 (D.) - Allowances for Non-Overnight Trips). That policy now states the following:

“Under the following conditions an employee may be authorized by their department head or designee to receive a taxable meal allowance when their destination is at least 100 miles from their *home-base* and they do not stay overnight. The allowance is not considered an absolute right of the employee, especially if the budget of the agency is not adequate to handle this allowance. A meal allowance shall not be claimed or authorized for any complimentary meal(s) received by the employee.

1. *Breakfast* – When the individual leaves their *home base* before 6:01 a.m.
2. *Lunch* – When the trip meets one of the following conditions:
 - a. The employee is on an officially approved trip of such duration as to warrant entitlement to breakfast and dinner.
 - b. The traveler leaves their *home base* before 10:00 a.m. and returns after 2:00 p.m.
 - c. The department director provides *prior written* approval based on unusual circumstances.
3. *Dinner* – When the individual leaves their *home base* and returns after 7:00 p.m.”

For employees, these meal allowances should be entered on the “**Taxable Meal Allowance**” line of form **FI 48**. **Non-State employees should use the new form FI 51N to record these meals and any related reimbursements, such as mileage.**



FINET Practice Sessions

Have you ever wanted to try the exercises on your own again after a FINET class? Have you ever wanted to try some of your own documents in an environment where you can't hurt anything?

Welcome to the FINET practice sessions!

The FINET Practice Sessions will be a weekly opportunity to retry exercises from FINET classes, complete exercises using your own documents, and look at the results in the inquiry tables. Each Friday morning in January, from 9:00 am to noon, we will make the FINET training area available to practice processing FINET documents and reviewing the results of the documents. The best part about the practice session is, if you make a mistake you can exit the document and try again. It won't hurt a thing. At the end of each session we remove all of the entries and restore the training area to the way it was before the practice session.

You may access the FINET Practice class through iLinc. Once in the class, we will provide you with a user ID and a password, access to the FINET training area, and a chart of accounts for valid codes and budgets in the training area.

We will also provide a set of practice exercises for each process in FINET:

- Payment Documents (GAX, PRC)
- Purchase Orders (DO, PD, GAE)
- Requisitions (RQM, RQS)
- Cash Receipts (CR referencing RE documents and not referencing RE documents)
- Receivables (RE)
- Internal Transactions (IDT, IET, ITI/ITA)
- Fixed Assets (FA, FT, FM FI, FC)
- Budgets (BGAA, BGE44, BGR45)
- Inventory (SRQ, OC, TRQ, TRC, TI, TR, PI, CI, IA, IIA, RC)

You can review the associated inquiry pages as you process documents.

The FINET Practice Sessions will begin January 11 and continue each Friday through January 25. If they prove to be useful, we will schedule them beyond that.

To join the practice session on a Friday between 9:00 a.m. and noon access our practice web site at: http://apps.finance.utah.gov:8090/quest/FINET/mergedProjects/FINET_Practice/FINET_Practice.htm

CAFR Receives an Unqualified Opinion



On November 20, the Division of Finance completed the Comprehensive Annual Financial Report (CAFR) and the State received an unqualified opinion from the Utah State Auditors. This was an incredible achievement with all the significant changes agencies had to put in place as a result of the new FINET system. We want to thank all the budget and accounting officers for their assistance in meeting deadlines and ensuring that transactions were complete and accurate. An internet version of the CAFR is now available on the Division of Finance's web page, www.finance.utah.gov (click on the financial reporting icon). A few printed copies of the CAFR are available. Please contact the Division of Finance at (801) 538-3082 or by email: UtahCAFR@utah.gov





January FINET Classes

Receivables

1/15 – 8 am – noon

FINET Practice Session

1/18 – 9 am – noon

Internal Transactions

1/15 – 1 pm – 5:00 pm

Budgeting

1/23 – 8 am – noon

Inventory

11/16 – 8 am to 5 pm

FINET Practice Session

1/25 – 9 am – noon

TO REGISTER FOR ANY OF THESE COURSES:

Link to: <http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm>. Course descriptions are available from the Finance Home Page at <http://www.finance.utah.gov>. Click on the Training button.

